

June 1, 2005

MEMORANDUM

TO: All Interested Parties

FROM: Bill Johnson
Acting Director

SUBJECT: Appalachian Regional Commission Workshop – August 2, 2005
And Education Grants Workshop – August 3, 2005

The Alabama Department of Economic and Community Affairs is conducting an Appalachian Regional Commission (ARC) Workshop August 2, 2005 at the City of Cullman City Hall, 204 Second Avenue, NE, Cullman, Alabama 30555. We are inviting several staff members from the Appalachian Regional Commission in Washington, D. C., as well as representatives from some of the basic federal agencies to participate.

The Alabama Department of Economic and Community Affairs is also sponsoring an Education Grants Workshop for **K-12 schools, museums and libraries** on August 3, 2005 at the same location. Dr. Jeffrey Schwartz, Education Specialist with the Appalachian Regional Commission in Washington, D.C. will be conducting the workshop and will speak about sources of grants other than ARC. Dr. Schwartz will provide tips on how to write a grant application and in the afternoon will assist participants in preparing a grant application. **Attendance in teams** is strongly encouraged. **Please bring your laptop computers, any proposals you may have already started, and requests for proposals/applications in which you are interested.** Participants will work on actual applications for grant funds or in-kind resources and receive feedback and assistance.

A copy of the proposed agenda for both workshops are enclosed. If you need any additional information, please contact Bonnie Durham at 256/845-3472.